

West Leduc Recreation Centre Stakeholder Committee

Terms of Reference

Purpose

The West Leduc Recreation Centre Stakeholder Committee provides a structured forum for communication, information sharing, and dialogue between the project team, City Administration, Council, and community stakeholders, supporting two-way information sharing and bringing community and user perspectives into the project at key milestones.

The Committee supports the exchange of information throughout project planning, design, construction, and operational readiness, while providing opportunities for community organizations, facility users, and regional partners to share perspectives and identify considerations that may help inform project planning and implementation.

The Committee is not a project governance body and has no decision-making authority. Responsibility for project decisions rests with City Administration, the Integrated Project Delivery (IPD) team, and City Council.

The Committee is established specifically to support the West Leduc Recreation Centre Project and will remain active throughout the project lifecycle. The Committee's activities will conclude as the project reaches completion and transitions to ongoing facility operations.

Objectives

The Committee will:

- provide ongoing dialogue between the project team and key sport, recreation, education, and community stakeholders;
- support timely sharing of project information, opportunities, challenges, and progress updates;
- bring diverse user and community perspectives into discussions at key project milestones;
- identify opportunities, considerations, risks, and potential impacts from a stakeholder perspective; and
- contribute to a shared understanding of project goals, constraints, priorities, and progress.

The Role of the Committee

The Committee serves as a stakeholder dialogue forum for the West Leduc Recreation Centre Project.

Members are expected to contribute their knowledge and experience while considering the recreation facility and site from a broad community perspective. While members may have connections to organizations, sports or user groups, participation is not intended to advocate solely for the interests of an individual organization or activity.

The Committee may be asked to share perspectives on matters such as:

- facility design, accessibility, functionality, and user experience;

- recreation, sport, culture, programming, and operational considerations;
- community partnerships, facility use, and service delivery considerations;
- facility opening and activation activities; and

Perspectives shared through the Committee may help inform project recommendations, engagement activities, operational planning, and future Council reports. Feedback will be considered alongside technical analysis, financial considerations, operational requirements, and public engagement findings.

The Committee does not:

- approve project scope, budget, design, construction decisions, or project recommendations;
- provide formal recommendations directly to Council unless specifically requested through an approved reporting process;
- direct City Administration, consultants, contractors or members of the IPD team;
- select contractors, consultants, suppliers or other project partners;
- negotiate on behalf of individual organizations or user groups;
- determine future facility allocation, scheduling, fees or operating arrangements;
- replace broader public or stakeholder engagement;
- represent the official position of the City or Council; or
- speak publicly on behalf of the Committee, project or City unless specifically authorized to do so.

Participation on the Committee does not create a decision-making role in project matters considered by Council. The Committee does not provide formal recommendations to Council unless specifically requested through an approved reporting process.

Relationship To the Project

The Committee is one component of the broader West Leduc Recreation Centre communications and engagement program.

It complements, but does not replace, the project's governance structure, including the West Leduc Recreation Centre Steering Committee, Working Group, Project Manager, and Integrated Project Delivery (IPD) team, which remain responsible for project planning, design development, delivery, operational planning, engagement implementation, and recommendations brought forward to Administration and Council.

Where practical, the project team will report back to the Committee on how significant feedback was considered and explain circumstances where a different approach was required.

Relationship To Public Engagement

The Committee provides ongoing dialogue with key stakeholder representatives, while broader public engagement activities provide opportunities for participation by residents, facility users, community organizations, and other interested parties.

Committee members may help identify stakeholders, issues, and opportunities that should be considered through broader engagement activities.

Membership - TBD

Member Selection and Appointment

Each stakeholder grouping will appoint one primary representative and one alternate representative. While only one representative will participate on behalf of the organization at any given meeting, the alternate is encouraged to remain informed and engaged to support continuity, attendance, and the effective sharing of information between the Committee and the stakeholder grouping.

Member Responsibilities

Members are expected to:

- attend and actively participate in meetings;
- review meeting materials and contribute constructively and respectfully;
- share relevant perspectives from their organization, sector, user group, or community;
- consider the broader community interest in addition to their own organization's interests;
- respect confidentiality requirements; and
- clearly distinguish between personal opinions and the positions of the City or Council.

Members may share appropriate project information with their respective organizations and networks and bring relevant perspectives back to the Committee, subject to any confidentiality requirements identified by the City.

Chair and Project Support

The Committee will be co-chaired by one member of City Council and one community representative selected by the Committee. The co-chairs will be responsible for supporting effective meeting discussions, encouraging balanced participation, and helping ensure the Committee remains focused on its purpose and objectives.

The City's Project Manager will coordinate Committee activities, provide project updates, and support the Committee's work.

Meeting Cadence

Meeting frequency will be driven by project milestones, decision points, and topics requiring stakeholder discussion, rather than a fixed meeting schedule. Meeting dates and times will be determined by the Committee following its formation, with consideration given to member availability and project needs.

Communication and Confidentiality

The City will provide members with information about what project information may be shared publicly. Members are encouraged to share approved public information with their organizations and networks.

Information identified as confidential, preliminary, commercially sensitive or otherwise restricted must not be distributed outside the Committee.

Members should not present their individual views as representing the position of the Committee, City Council, or City Administration.

Media inquiries regarding the project or Committee should be directed to the media@leduc.ca or Kiann McNeill, Director of Communication and Marketing Services kmcneill@leduc.ca.